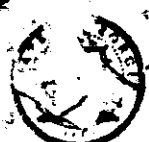


4273-42



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

2-21-78

Application Number

DHR - 2,3,4

1. Agency Address

Department of Human Resources
Division of Physical Health
Institutional Health and Safety Unit
47 Trinity Ave., Rm. 303-H
Atlanta, Ga. 30334

FOR RECORDS MANAGEMENT USE

Application Number

78-14 — 78-16

Date Received

FEB 23 1978

Date Completed

MAR 10 1978

2. Person to Contact
Faegin Parrish

Working Title
Unit Chief

Telephone Number
656-4883

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1940 to date

5. Records Series Title (followed by title used in office; if different)

See attached listing

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health programs throughout the State. Included are: the establishment of health standards for business, housing, field operations and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State.

The Institutional Health Unit reviews and records the following data: Georgia Building Authority plans and projects, detention facilities, State and county correctional institutions, State mental health and mental retardation facilities, State and regional youth development centers, water lab reports on State facilities, A-95 review for institutions, environmental complaints in institutions, technology and evaluative type information in institutions. (cont'd)

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

Included are:

File is arranged:

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>W. Harris</i>	2-14-78	<i>W. J. M. [Signature]</i>	2-14-78

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	3-7-78
Secretary of State/Designee	<i>Carroll Hart</i>	3-3-78
Attorney General/Designee	<i>W. J. [Signature]</i>	3-7-78

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

78-14

1) Institutions Blueprints and Specifications Files

Documents relating to reviewing blueprints and specifications for institutions within the State.

Included are "as built" specifications, "changed" specifications; and other similar and related blueprints and specifications.

The file may be arranged alphabetically by project name or, numerically by project number.

Upon closure of file, place in inactive file; cut-off inactive file at the end of the fiscal year, hold 2 years; then retire to State Archives.

Earliest and latest date- 1940 to date
Annual rate of accumulation- 1-2 cu. ft.
Total present accumulation- 10 cu. ft.
State Archives personnel have evaluated file series and have requested transfer to State Archives.

78-15

2) Review of Plans and Specifications for Public Schools Files

Documents relating to reviewing plans and specifications for construction of public schools.

Included are comments on review of plans and specifications; Institutional Sanitation Check Sheet describing findings of review and similar and related material. (Files do not include actual plans or specifications.)

Files are arranged alphabetically by county thereunder by name of school.

Cut-off file at the end of the fiscal year; hold 2 years then transfer to State Records Center; hold 13 years; then destroy.

Earliest and latest date- 1950 to date
Annual rate of accumulation- 1 cu. ft.
Total present accumulation- 12 cu. ft.

78-16

3) Institutional Health Project Review Files

Documents relating to review of plans and specifications of institutions constructed within the State.

Included are narrative reviews of preliminary plans, comments regarding changes in plans required by unit; inspection reports in areas of sanitation and food; and similar related documents.

Files are arranged by county and/or alphabetically by institution.

Maintain documents until reviews are completed and preliminary plans approved, then cut-off ^{completed} file at the end of the fiscal year; place file in completed file, hold 2 years; then transfer to State Records Center, hold 8 years then destroy.

Earliest and latest date- 1970 to date
Annual rate of accumulation- 1 Drawer
Total present accumulation- 5 Drawers

#6 cont'd

and correspondence and related information in public school plan review since 1954. The Institutional Health Unit evaluates the environmental status of certain institutions in counties; evaluates the quality of the institutional health program in health districts; provides technical assistance to county and district environmentalists; and maintains technology for environmental health in institutions.